

# **U.S. EMBASSY KUWAIT**

## **VACANCY ANNOUNCEMENT NO. 045-12**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** CHAUFFEUR/EXPEDITOR  
FSN-1015-03\*; FP-BB\*\*

**OPENING DATE:** December 10, 2012

**CLOSING DATE:** December 24, 2012

**WORKING HOURS:** FULL-TIME; 40 hours per week (May be required to work after hours, weekends and holidays)

**SALARY:** Full performance level:

Not-Ordinarily Resident (NOR):  
US\$ 21,840 p.a. (Starting Salary); Position Grade: FP-BB  
(\*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 5,250 p.a. (Starting Salary)  
Position Grade: FSN-03  
\* Actual grade and salary will be based on the qualifications of the applicant.

The U.S. Embassy in Kuwait is seeking an individual for the position of a Chauffeur/Expeditor in the Defense Attaché Office (DAO).

### **Important note:**

**Ordinarily Resident (OR)** applicants must have the required work and/or residence permit to be eligible for consideration. (This applies to all foreign nationals (US and non-US citizens) residing in Kuwait).

**All applicants (US citizen and non-US citizens) who are family members of USG employees officially assigned to post and NOT under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.**

**All US Citizens (USEFMs, EFM, or MOHs as defined below) of US Government Employees assigned to the Mission and under Chief of Mission authority are eligible for consideration. A US Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.**

## TO APPLY

Interested applicants for this position **must** submit the following **or the application will not be considered**.

1. Application for US Federal Employment (DS-174) which is available on the Embassy's site: <http://kuwait.usembassy.gov> and/or
2. A current résumé or curriculum vitae that provides the **same information** as the DS-174 (specifically section 1-24 of the DS-174)
3. Copy of the high school certificate/university degree (per the requirement of the position).
4. Copy of the Civil ID or passport copy including the residence permit page.
5. Candidates who claim US Veterans preference **must** provide a copy of the form DD-214.

## **SUBMIT APPLICATION BEFORE THE CLOSING DATE TO:**

Human Resources Office  
American Embassy Kuwait  
Bayan, Block 13, Al-Aqsa Mosque Street

**OR** Email the application to: [HROKuwait@state.gov](mailto:HROKuwait@state.gov)

**Please note that incomplete applications will not be accepted.**

## BASIC FUNCTION OF THE POSITION

The incumbent of this position maintains a fleet of 4 vehicles for the Defense Attaché Office, operates vehicles to transport the Senior Defense Official/Defense Attaché (SDO/DATT), Defense Attaché Office (DAO) personnel, visitors, equipment, supplies, and documents within the city and surrounding areas as required. Responsible for operating vehicles in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life. Conducts daily inspection of vehicles, completes daily vehicle use forms and reports any mechanical problems. Must be available to work after duty hours, weekends and holidays as required.

Duties include:

- Safely operates armored and unarmored vehicles to transport DAO personnel, visitors, equipment and supplies in conjunction with official U.S. government business. Delivers and collects documents to/from host nation and other foreign government buildings as well as private business.
- Maintains vehicle logs and records in accordance with regulations. Performs daily/weekly preventive maintenance checks, ensures vehicles are washed and maintains internal/external cleanliness of assigned vehicles. Reports any noted mechanical problems to DAO. Monitors status of fuel cards.
- Remains on-call for emergencies, drives on off-shifts, expedites outgoing/incoming personnel, visitors, pets and follows-up on lost luggage. Facilitates issuance of visas for visitors arriving at the airport. With prior approval from the DAO, takes vehicles to an approved facility for maintenance and oversees all work ensuring the vehicle is not tampered with.

## **QUALIFICATIONS REQUIRED:**

1. Completion of secondary school education.
2. Five years experience driving passenger vehicles is required, and one year of customs expediting.
3. Level III (good working knowledge) **Speaking/Reading/Writing** English and Arabic. **Language skills will be tested.**
4. Must be familiar with Kuwaiti immigration and customs regulations and laws. Must be familiar with Kuwaiti traffic laws and area traffic patterns. Must have detailed geographic knowledge of Kuwait. Must have good knowledge of automotive operations and safety, anti-terrorism driving tactics, emergency first aid, location of safe havens, host government offices, embassies, hotels, and official residences. Knowledge of radio operations/procedures for responding to vehicle emergencies.
5. Safe driver ability to communicate using radio/cell phone, and provide emergency first aid and roadside maintenance; excellent physical condition with the ability to lift 22.6 kg/50 lbs unassisted, to operate computer/word processor, general typing skills.
6. Possession of a valid Kuwaiti driver's license.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**Only those qualified applicants will be called for a test/interview.**

## **ADDITIONAL SELECTION CRITERIA**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
  - Spouse;
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
- Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

**CLOSING DATE FOR THIS POSITION: December 24, 2012**

**An equal opportunity Employer**

The US Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.